



Road Naming Policy: Petition & Honorary Designation

Information Technology Department



Geographic Information Systems (GIS) Division

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Document Updates

[illegible]

Introduction and Purpose

The purpose of this document is to aid the Roads and Addressing Ordinance, #7460 as approved August 5th, 2014, by establishing and documenting standards and consistent processes and policies for road naming in Augusta Richmond County. Whereas the Ordinance dictates “what” should be done, this document, as part of the GISOP (GIS Operating and Procedures Technical Guide), describes “how” to do it. These policies are meant to provide consistency and simplicity in the naming of roads and these requirements should be universally applied throughout the Augusta Richmond County.

These standards and policies are based on national addressing standards and were compiled by IT-GIS staff with participation and input from other Augusta GA department staff. Road names are very important. They provide a common, systematic means by which people, places, and events can be located within a community. Road names, in addition to address information, is commonly used in local government to dispatch emergency services, provide municipal services, process tax billing, describe locations, and record events. It is also used by the United States Postal Service, utilities, delivery services, and the populace as they go about their work and everyday way finding. Although widely used, road names and address information has not always been assigned, recorded, or maintained in a standard manner or format in Augusta Richmond County. This has created, can and does create numerous problems for emergency service providers, municipalities, and people who need to share or access road name information. Road naming standards provide consistent guidance for naming new road and renaming existing roads. A correct and systematic method of road naming, as well as addressing, allows the government to eliminate costly address database errors, reduce missed service provision due to missing or incorrect addresses, increase revenues, and, most importantly, protect property and save lives through the correct dispatch of emergency services.

Document Maintenance

This document is maintained by IT-GIS. Proposed amendments or changes to this document shall be presented to the GIS Addressing Coordinator in writing and formatted based on the existing text of this document. The GIS Addressing Coordinator, GIS Manager and any other reviewing agents, will review the proposed changes for possible amendments. With the adoption of the Roads and Addressing Ordinance, #7460, all provisions in other Ordinances or policies for Augusta, Georgia in conflict with this Ordinance were repealed.

Road Name Format

Each road name is composed of the following components, in the following order:

Component	Full Road Name Parts	Description	Valid Values
1)	Directional Prefix	Cardinal directions (optional)	N, S, E & W
2)	Name	Name approved for use	Any valid road name
3)	Road Type	Road types approved for use	(Appendix B)
4)	Directional Suffix	Ordinal directions (optional)	NE, NW, SE, & SW

To avoid duplication, it is recommended that each part be unique and follow the standards for approval. Changing road types (i.e. Cherry Rd or Cherry Dr or Cherry Ave) does alter the full name of the road, but does not change the name. In such cases, a maximum of 3 full names will be allowed that share any part of the road's name as long as each road is connected and road ranges are unique.

Road Name Standards

Road names shall be used to identify all public and private roads hereafter constructed within Augusta Richmond County. The GIS Addressing Coordinator shall approve the use of all new road names within Augusta Richmond County. The process for approving road names is to be in accordance with the following standards and at the discretion of the GIS Addressing Coordinator:

- Names must not duplicate, in wording, sound, or pronunciation of an existing road within Augusta Richmond County regardless of distance between occurrences or in address ranges/block numbers.
- Roads must be easy to pronounce and easily recognizable in emergency situations
- Names may not contain abbreviations or words, proper names or initials
- Numerical references are prohibited, such as Fifth and Ten, that do not already exist
- Names of individuals will only be permitted for individuals that hold a state or national significance. If not, they will only be designated for honorary purposes and not require readdressing
- Road names should be no less than 3 characters but no more than 18 characters in length; this does not include the road type
- Single alphabetical characters are prohibited
- No new road shall include the words 'old' or 'new' as part of the full name
- Special characters in road names will not be permitted; periods, dashes, apostrophes, hyphens, etc.
- Names that may be offensive (slang, words with double-meanings) will not be allowed
- In two word road names beginning with a single word that can be abbreviated such as 'Mount' or 'Saint', the word shall always be spelled out followed by the remainder of the road name.
- Use of numerical road names in combination with a standard name will not be permitted
- Directional prefixes and suffixes will only be used when necessary. If used, cardinal (North, South, East & West) directions will only be used as prefixes to indicated where the road falls in accordance to established Augusta baselines (Appendix A) . Ordinal (Northwest, Northeast, Southwest, Southeast) directions will only be used as suffixes.
- Directions as a single word or combined with another word will not be permitted (i.e. South Rd or Southlake Dr)
- Only recognized road types (Appendix B) will be permitted for use in Augusta GA
- Names should be continuous throughout its entire length when feasible, including through intersections

Road Naming By Petitions

If property owners, tenants, or entities wish to name a new road or change an existing road name, they must submit an application and petition to the Addressing Coordinator. Applications (Appendix C, C1, E) are available from the Augusta IT-GIS office. This procedure is independent of that established for naming or changing the name of a road for emergency purposes.

Criteria for Naming Roads By Petition

The Road Name Change petition will be presented before the Commission for final approval if all criteria are met:

- i. The first criteria relates to the significance of the existing name. If the name identifies a person, place, or event that has area wide, statewide, or national significance, or if the name strongly relates to the structure or identity of the surrounding community, then a name change shall not be considered for 100 years after the original naming. The date of the original naming shall be researched using real estate records, maps, and other sources and the staff shall make a determination based upon the best available evidence as to that date. If staff determines that the existing name does not have area wide, statewide, or national significance, or that 100 years have passed since the original naming, then the second criteria may be considered.
- ii. The second criteria involves a test of continuity. Renaming shall only be considered where an entire street, road, highway, or alley would be affected. Renaming a segment of a street, road, highway, or alley, where a transition from one name to another at some geographic point would result, shall not be considered. If a requested name change would not result in problems of continuity, as determined by the staff, then the third criteria could be considered.
- iii. The third criteria would relate to the acceptability of the proposed name. A proposed name shall be accepted by at least 66% the owners of property /tenants adjoining the right-of-way. The acceptability shall be determined on the basis of signatures on a petition. The signatures on the petition shall be reviewed by the staff and randomly authenticated before getting approval from Augusta departments that are emergency service related.

Procedure for Filing

- Complete a Request for Road Naming application, (Appendix C, C1, E) which includes a completed petition of those that agree or disagree with the proposal to be presented before the Augusta Commission
- Provide an letter size (8.5x11) map showing the extents of the road name being proposed and the affected properties highlighted
- Make payment for any applicant fees:
 - a. A non-refundable application fee payable at time of submission to IT-GIS for public notification, research and processing. Such fee is waived if initiated by a member of the Commission, another government agency/department or any Augusta department
 - b. If GIS must produce the map, the associated costs as outline in the schedule of fees. Such fee is waived if initiated by a member of the Commission, another government agency/department or any Augusta department
 - c. Administrative fees for sign manufacturing, installation and reassignment of addresses. Such fee is waived if initiated by a member of the Commission, another government agency/department or any Augusta department. Fees may be refunded if rejected by the Emergency Services departments or not approved by the Commission
- Once the minimal number of adjoining property owners/tenants of the subject road have signed the petition, the internal research and processing may begin. Part of the processing shall involve getting approval from the Augusta departments that are directly related to emergency services; the Richmond County Sheriff's office, the Augusta Fire Department & the Augusta 9-1-1 Emergency Services Department. If any two of these do not approve of the change, the request shall be closed without a public hearing and will not be brought before the Commission.
- With approvals from the Augusta departments related to emergency services and meeting all other requirements, the road name change will proceed as follows:
 - If the road name change request has 90% of the property owners/tenants respond to the petition in agreement, there will be no public hearing. The request will be presented to the Commission for consent of approval/disapproval.
 - If the road name change request has less than 90% but more than the required 66% of property owners/tenants respond to the petition in agreement, a public hearing will be held prior to approval/disapproval by the Commission.
- Items presented before the Augusta Commission will either be approved or rejected. GIS will gather all necessary information for their review.

Costs

The following fees are associated with each road naming by petition application:

Item	Cost
A nonrefundable, application fee	\$250.00
Number of Addresses Changed	\$25.00 per address
Sign Replacement	\$180.00 per sign

Prior to submitting to the Commission for approval/disapproval, payment should be made to Augusta, GA Government and will be deposited in the government's General Fund.

Honorary Road Designations

Honorary Designations allow citizens the opportunity to honor people that have made significant contributions to the Augusta Richmond County community. Honorary designations can be made in memory of an individual. Honorary road names will be displayed for a ten (10) year period. The sign will then be turned over to the individual that applied for the naming, unless renewed. IT-GIS will only accept a maximum of ten (10) designations per calendar year. Road designations will be determined on a case by case basis.

Criteria for Designating Honorary Roads

The Honorary Road Name request will be presented before the Commission for final approval if all criteria are met:

- i. The first criteria relates to the type of impact the honoree may have or had to the community. The honoree should have met or currently meets at least one of the following:
 - a. A Cultural impact
 - b. A Historical impact
 - c. Humanitarian efforts
 - d. Significant lineage
 - e. Distinguished Career
- ii. The second criteria relates to the geographical area. The designation shall be confined to the road within the vicinity of the home, business, or location associated with the honoree chosen. If this road already carries an honorary name, which differs from a historical name, no additional honorary name shall be assigned.
- iii. The third criteria relates to life of the honoree. If an individual and he/she is still living, the request can only be initiated an Augusta Commissioner. Naming roads after individuals is only permitted for honorary purposes unless the person holds a state/national significance.

Procedure for Filing

- Complete an Honorary Designation Application (Appendix D, E). Individual letters of support are encouraged and should be included
- Submit to IT-GIS for review to ensure criteria are met and fee verification
- If approved & fees received, application is returned to the applicant for a signature from at least one of the Commissioners; both are recommended
 - *If the requested designation crosses more than 1 Commission or Super Commission District, the applicant should seek signature from the Commissioner for the majority of the road
- After approval by the Commissioner(s), application should be returned to IT-GIS in preparation for Committee approval
- IT-GIS will advertise the honorary designation request at the requested site for public input at the Committee meeting
- If approved by the Committee, final approval is granted by the Augusta Commission

Costs

The following fees are associated with each Honorary Designation application:

Item	Cost
A nonrefundable, application fee	\$250.00
Sign Replacement	\$160.00 per sign

Prior to submitting to the Commission for approval/disapproval, payment should be made to Augusta, GA Government and will be deposited in the government's General Fund.

Renewals

Renewals, if desired at the end of the ten year period, will be handled like new requests with all applicable rules and fees in effect at that time. If a renewal is not arranged the honorary designation will be discontinued at the end of the ten years. Approved renewals will not be resubmitting to the Augusta Commission.

Exemptions to Costs

If a petition to name/change a name or designate a road for honorary purposes is initiated by a member of the Commission, another government agency/department or any Augusta department, all fees will be waived. Such members or offices are each limited to two (2) requests per calendar year.

Road Naming For Emergency Purposes

Roads (public or private) may be changed by Augusta IT-GIS as necessary for health, safety and welfare reasons and efficiency of the emergency response system. Owners of adjoining properties shall be notified in writing that the change is taking place and be provided a list of proposed road names (or name it is to be changed to) from which input shall be considered. A selection will be chosen after receiving input and property owners will be notified of the new road name. In the event of a conflict in either road naming or addressing, the IT-GIS will use its best judgment to resolve the conflict and have the responsibility of notifying the owner, E 9-1-1, USPS, and other agencies.

Historical vs Honorary Names

Historical names are all previous names of a road prior to it being changed. These changes could have been made administratively by IT-GIS for emergency purposes or through applicant petitions. Historical names are no longer used for address purposes and usually indicated by Traffic Engineering on signs similar to the regular road name sign, with brown background (Appendix E). Honorary names are those as approved by IT-GIS as way to commemorate an individual. These names do not change the official name of the road and the associated property addresses. Honorary signs are designed using a larger template, using a brown background (Appendix F). Placement is away from the intersection to avoid confusion with the primary road name

Road Signs

Sign location and installation shall be in accordance with the rules and regulations of the MUTCD (Manual on Uniform Traffic Control Devices) published by the Federal Highway Administration (FHWA).

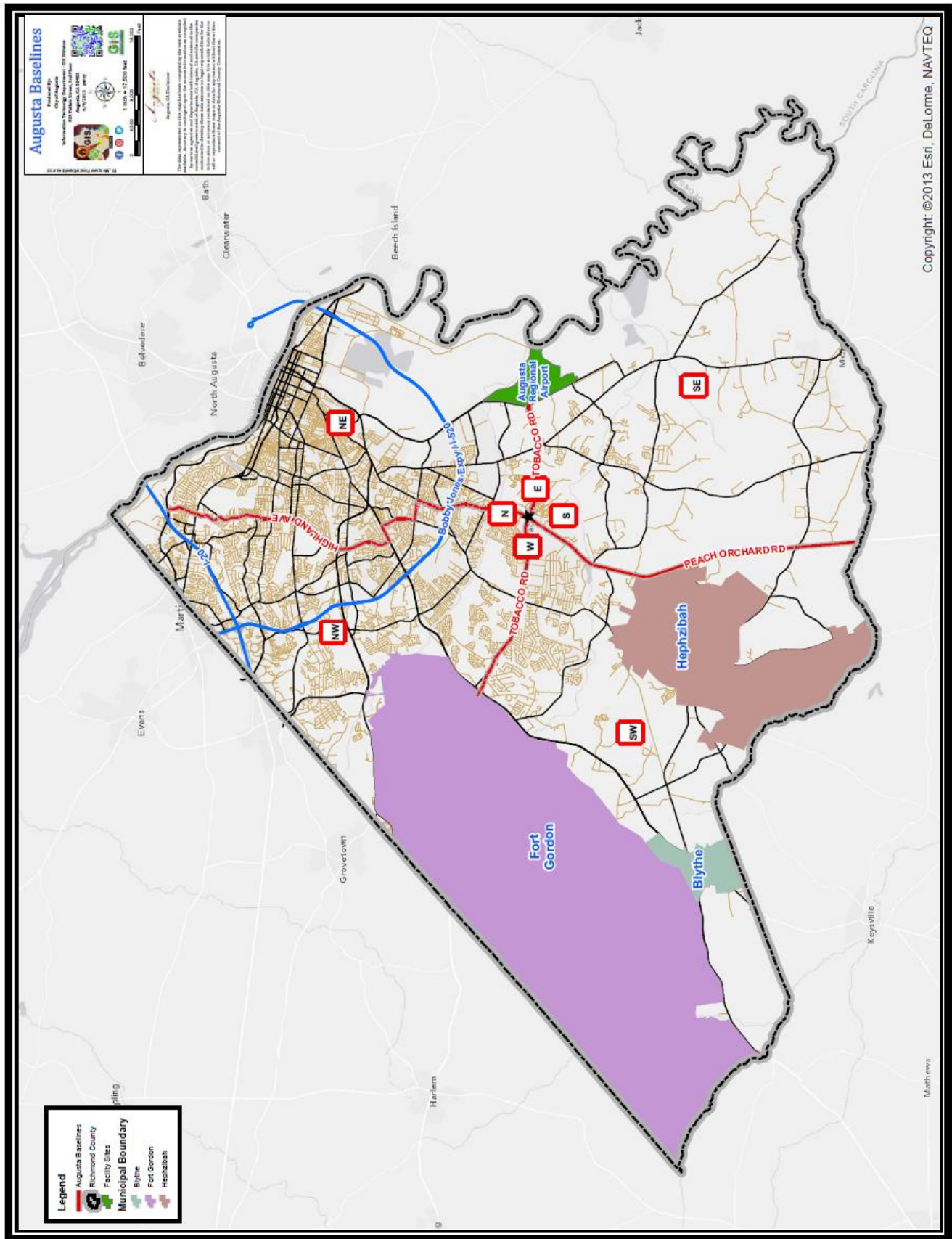
Appeals

While we do understand the significant impact such a change could have, Augusta Richmond County has adopted an addressing system to adhere to national emergency standards. If the decision of the Addressing Coordinator is not favorable, the following steps should be taken:

1. Submit an informal, written appeal to the GIS Manager within 10 days of receipt of notification
2. If unsatisfied with the decision of the GIS Manager, submit a formal appeal within 15 days including the \$150 appeal fee
3. Item will be presented before the Commission for a final decision based on the Ordinance

Appendix A

Augusta, GA Baselines and Point of Origin



Appendix B

Road Types and Abbreviations

Every road should be assigned a road type. Where a road is continuous (or potentially continuous), the same road type should generally be used along its entire length (for example: "Broad" should not be "Broad Street" in some places and "Broad Avenue" in others). Roads should never use multiple road types as part of the complete road name (for example: "Greene Place Ct"). IT-GIS has approved **only** the following road types for use in Augusta Richmond County. This list is derived from those permitted by the United States Postal Service. Each road type has been assigned a road class that is suitable for road name based on its functionality.

- Class 1 Highway, Freeway
- Class 2 Collector, Major Arterial, Minor Arterial
- Class 3 Local, Private, Service, Recreation, Resource

Class 1 roads provide mobility so traffic can move from one place to another quickly and safely. Land access is limited and usually allows the longest uninterrupted travel distance. Class 2 roads supplement class 1 roads. They connect urbanized areas at reduced speeds. Class 3 roads give primary access to residences, businesses and other local communities. This class accounts for the majority of roads in a network.

Type	Abbrev	Class
Alley	Aly	3
Avenue	Ave	2,3
Bend	Bnd	3
Boulevard	Blvd	2
Bypass	Byp	1
Circle	Cir	2,3
Court	Ct	3
Cove	Cv	3
Crossing	Xing	3
Drive	Dr	2,3
Expressway	Expy	1,2
Freeway	Fwy	1
Glen	Gln	3
Grove	Grv	3
Highway	Hwy	1,2
Landing	Lndg	3
Lane	Ln	3
Loop	Loop	3
Parkway	Pkwy	1,2
Pass	Pass	3
Place	Pl	3
Plaza	Plz	3
Point	Pt	3
Road	Rd	2,3
Row	Row	3
Run	Run	3
Square	Sq	3
Street	St	2,3
Terrace	Ter	3
Trace	Trce	3
Trail	Trl	3
Way	Way	2,3

Appendix C
Request for Road Naming By Petition



ROAD NAMING REQUEST

Information Technology – GIS Division

Petition No: _____ Page ____ of ____

APPLICANT INFORMATION

Date: _____ Phone Number(s): _____
Applicant: _____ ☐ Owner ☐ Other Email/Fax: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

REQUEST INFORMATION

Type of Request: ☐ New Name (Public or Private) Road Ownership: ☐ Public ☐ Private ☐ State
☐ Road Name Change
Current Road Name: _____ (if changing) Number of Affected Properties: _____
Proposed Road Name: _____ (Preferred) Number of Road Name Signs: _____
A) _____ (Alternate)
B) _____ (Alternate)
Location of Road:
Point of Beginning: _____
Point of Ending: _____

REASON FOR PROPOSED REQUEST

Please provide a brief explanation of the reason for requesting the proposed new road name or road name change. Refer to Augusta GA Code for details of the criteria for naming roads. Additional pages can be attached as necessary.

OFFICIAL USE ONLY

Date Received: _____ Will Road Require Readdressing: ☐ Yes ☐ No Owners/Tenants Verified: ☐ Yes ☐ No
Additional Comments _____

of signs _____ Approval Percentage: _____ Approval Received From: ☐ 9-1-1 ☐ Sheriff ☐ Fire
Recommendation: ☐ Approval ☐ Denial

IT-GIS Official _____

**Augusta Richmond County Government
Information Technology Department • GIS Division**

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530 Greene Street A-101 – Mailing FAX: (706) 826-4753
Augusta, GA 30901 EMAIL: gisaddressing@augustaga.gov
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Fees	
<input type="checkbox"/> Application:	\$250
<input type="checkbox"/> Administrative:	
Addresses: _____ @ \$25.00:	\$ _____
Signs: _____ @ _____:	\$ _____
Signs: _____ @ _____:	\$ _____
Total:	\$ _____

Appendix C1
Request for Road Naming By Petition



ROAD NAMING REQUEST

Information Technology – GIS Division

Petition No: _____ Page ____ of ____

We, the undersigned property owner(s)/tenants of Augusta-Richmond County, GA hereby petition the Augusta Commission to name or change the name of the road currently known as _____, being in Augusta-Richmond County, Georgia be renamed to _____, and that said naming be considered for approval. We understand that this petition would allow for the installation of road signs for the identification of the road for the purpose of emergency vehicle response and postal delivery. **We understand that this petition, if approved, does not obligate Augusta, GA in any way towards the maintenance, repair, and/or replacement of the road and does not imply the future acquisition of the road in question for public use or ownership.**

Furthermore, we understand that this petition requires a minimum of 66% of the adjacent property owners/tenants listed below before the request can be considered. The road name will be reviewed by the GIS Department for conflicts.

Tax Parcel	Owner/Tenant Name	Owner/Tenant Signature	Owner	Tenant
Enter AS: 0000-000-0000			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
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			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

Augusta Richmond County Government
Information Technology Department • GIS Division
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Appendix D

Request for Honorary Designation



HONORARY DESIGNATION REQUEST

Information Technology – GIS Division

APPLICANT INFORMATION

Date: _____ Phone Number(s): _____
Applicant: _____ ☐ Owner ☐ Other Email/Fax: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

REQUEST INFORMATION

Type of Honorary Request: _____ Ownership: _____ Name of Honoree: _____
☐ Road ☐ Public Location: _____
☐ Private
☐ State

REASON FOR PROPOSED REQUEST

Please select the category that would best apply and provide a brief explanation that applies to the honoree of their impact on a local, state or national level. Not all criteria will be applicable with each request. Additional information including letters, signatures, documents etc. can be attached with the application.

Category of Request:
☐ Cultural ☐ Historical ☐ Humanitarian ☐ Significant Lineage ☐ Distinguished Career ☐ Living Individual

GEOGRAPHIC AFFILIATION

Please provide a brief explanation of the relationship between the area of the requested honorary designation and the honoree's impact.

OFFICIAL USE ONLY

Additional Comments _____

Signatures of Approval

Comm ____: _____

Sign Description _____

Comm ____: _____

of signs _____ Recommendation: ☐ Approve ☐ Deny

IT-GIS: _____

Augusta Richmond County Government Information Technology Department • GIS Division

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OFFICE: (706) 821-2843
FAX: (706) 826-4753
EMAIL: gisaddressing@augustaga.gov

Fees		Date Received: _____
<input type="checkbox"/> Application:		\$250
<input type="checkbox"/> Administrative: Signs: _____ @ _____:		\$ _____
<input type="checkbox"/> Administrative: Signs: _____ @ _____:		\$ _____
Total:		\$ _____

Appendix E
Request for Honorary Designation



SPEC SHEET FOR ROAD SIGNS

Information Technology – GIS Division

Information for Honorary Sign(s)



Please complete this form entirely for sign manufacturing. All signs will be completed by Traffic Engineering as specified by this sheet. Sign and date your understanding of the sign costs and attach to the honorary request form that is to be submitted to the Addressing Coordinator.



APPLICANT INFORMATION

Date: _____ Phone Number(s): _____
Applicant: _____ ☐ Owner ☐ Other Email/Fax: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

SIGN INFORMATION

Request Type: ☐ Regular Road Name Sign ☐ Honorary Designation Sign
If Honorary: ☐ Honorary ☐ Memorial

Road Name: _____

Road Type: _____

of Signs Requesting/Needed: _____

Additional Sign Locations: _____

BREAKDOWN OF SIGN COSTS

Installation Labor:	Honorary Signs					Installation Labor:	Regular Road Signs				
Sign Technician	Hour (\$)	@	\$15.00	=	\$22.50	Sign Technician	Hour (\$)	@	\$15.00	=	\$22.50
Equipment:						Equipment:					
Pick-Up Truck	Hour (\$)	@	\$50.00	=	\$75.00	Pick-Up Truck	Hour (\$)	@	\$50.00	=	\$75.00
Materials:						Materials:					
Honorary Sign	1 – 24" x 30"	@	\$60.22	=	\$60.22	Street Marker	1 – 9" x 36"	@	\$34.56	=	\$34.56
Channel Pole	1	@	\$18.00	=	\$18.00	Channel Pole	1	@	\$18.00	=	\$18.00
Channel Stud	1	@	\$7.00	=	\$7.00	Channel Stud	1	@	\$7.00	=	\$7.00
Total:					\$182.72	Total:					\$157.06
Cost per sign rounded to:					\$180.00	Cost per sign rounded to:					\$160.00

I understand that a minimum of two (2) signs must be purchased for placement at the point of beginning and ending of the honorary designation. For road namings, signs will have to be placed at each intersection. Each additional sign requested will incur additional sign costs. I understand that fees must be paid prior to submitting for Commission approval, unless the honorary designation request is initiated by a Commissioner.

(Applicant Signature)

(Date)

Augusta Richmond County Government
Information Technology Department • GIS Division

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[Appendix F](#)

Road Name Sign Illustrations

Regular Road Name Sign



Historical Road Name Sign



Honorary Road Name Sign

